

ADMINISTRATIVE - INTERNAL USE ONLY

BG

16 DEC 1988

MEMORANDUM FOR: Deputy Chief, Customer Assistance Division,
Network Services Group, Office of Information Technology

VIA: Deputy Director for Administration
Director of Information Technology

FROM: John M. Ray
Director of Logistics

SUBJECT: Space Requirement for Software Center

REFERENCE: Memo for C/FMG/OL, fm DC/CAD/NSG/OIT, dtd 5 Dec 88,
Same Subject

1. As a result of the ongoing renovation of the Original Headquarters Building (OHB), the Agency is faced with a near-term shortage of space on the Headquarters compound. Consequently, we have to prioritize Agency space needs, and office and utility upgrade space must be given priority over storage. Regrettably, Agency components such as the Personal Computer Software Center, which are losing their storage space abutting the elevators, must either define storage areas within their other space holdings or decrease their reliance upon on-site storage. In that vein, you may want to consider reconfiguring the Center located at 2C11 OHB to increase your on-shelf storage capabilities there.

2. We regret the inconvenience that the loss of storage will cause you. You are, however, one of many components that are so burdened. If it were possible to provide you with alternate on-site storage, we would gladly do so. As it stands, we must ask for your cooperation in this trying period.

John M. Ray

Attachment
Reference

OL 10414-88

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STAT

OL/FMG/SPD/SB (14 December 1988)

Distribution:

- Orig - Addressee w/att
- 2 - DDA, 1 w/att
- 1 - D/OIT, w/att
- ~~1~~ - OL Files, w/o att
- 1 - C/FMG/OL w/att
- 1 - OL/FMG Reader, w/att
- 1 - OL/FMG/SPD Official w/att
- 1 - OL/FMG/SPD Chrono w/att